


2014 Annual Public Library Budget Workshop June 17th and Repeated June 25th

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Indiana
Department of Local Government Finance
Committed to a fair and equitable property tax system for Hoosier taxpayers.

2014 Library Budget Workshop

**Dan Jones,
Budget Division
Asst. Director
June 2014**

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Topics

- Preparing for 2015 Budget
- Review of Forms
- Problem Areas
 - Most Common Reasons for Budget Problems
 - 1782 Requirement: How to use it
- New for 2015 (Legislation)
 - Online Advertising
 - Protected Taxes
 - OPEB

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Preparing for 2015 Budget

- Review Y-T-D revenues and expenditures
 - Find where you are over or below projections
- Count your pay periods
- Review the Budget Manuals and Instructions
- Review the Budget Calendar and other memo's
- Plan dates for budget hearing and adoption meetings
- Go to Summer Budget Workshops with your DLGF field representatives

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Preparing for 2015 Budget

- Budget Workshops
 - Scheduled early July through mid August
- Material to bring:
 - June 30 cash & investment balances
 - Y-T-D expense and revenues
 - Encumbrances carried over from last year
 - Debt schedules & debt service worksheet
 - Dates for public hearing and adoption meeting
 - Current Year Financial Worksheet (completed in Gateway)
 - Completed budget form 1; Form 22 (from auditor)
 - Contact information

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Important Dates

- June 30 First 6 months fund balances available
- Aug 1 Auditor certifies CNAV
- Sep 2 Budgets, rates, and levies to county council for budget recommendation*
- Sep 13 Last day for 1st publication of budget notice and submit to DLGF for web page*
- Sep 20 Last day for 2nd publication*
- Oct 1 Last day for council to make budget recommendation*
- Oct 24 Last possible day for public hearing*

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Important Dates


- Oct 31 Last possible day for 10 or more taxpayers to object to proposed budget, rates, or levies
- Nov 3 Last possible day to adopt the 2015 budget, tax rates, and levies*
- Dec 16 Last day to submit additional appropriation requests to DLGF
- Feb 16 Last day for DLGF to certify budgets, tax rates, and tax levies

* Noncompliance results in continued (frozen) budgets, tax rates, and tax levies. See Budget Calendar memo for complete list.

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Review of Budget Forms

- Form 1: Appropriations by fund and line item
- Form 2: Misc. revenues covering 18 months
- Form 3: Notice to Taxpayers of Budgets and Levies (advertised twice and online this year)
- Form 4: Certification of adopted budgets, rates, and levies by fund - signed by fiscal body
- Form 4B: Financial Statement - purpose of the Form 4B is to calculate the property tax levy and rate

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Review of Form 4B

- Also called the 16-Line Statement
- Form 4B covers 18 months of revenues and expenditures
- This Form is divided into sections:
 - Revenues
 - Expense
 - Calculation of property tax levy and rate
- Major purpose of the Form 4B is to calculate the property tax levy and rate

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Review of Form 4B

- Many lines of the Form 4B are data from either the Form 1 or Form 2
- Also pulls data from Current Year Financial Worksheet (Line 2 which is 2nd half available appropriations)
- For Gateway instructions see:
http://www.in.gov/dlgf/files/Completing_the_Form_4B.pdf
- For line item instructions for the 4B, see:
http://www.in.gov/dlgf/files/2013_Budget_Manual_10_9_2013.pdf

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Review of Gateway

- All forms are prepared and submitted using Gateway
- On-line advertising in Gateway is required for 2015 budgets. (Last year for newspaper ads.)
- DLGF will continue to make improvements to make the Gateway experience more productive
- Log-In: <https://gateway.ifionline.org/login.aspx>
- A discussion of Gateway upgrades, User Guides, Training Materials, and any relevant memo's can be found at: <http://www.in.gov/dlgf/9105.htm>

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2015 Gateway Enhancements

- Existing funds, departments, and structure has been carried over from 2014 to 2015
- Most line items on Form 1 have been carried over from 2014 to 2015 (except capital outlays).
- Copy all amounts on Form 4B from published column to adopted column with a single mouse click
- County Council Review Worksheet now displays the due date and submission status on Unit Main Menu

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Problem Areas

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Most Common Reasons for Budget Denials

- Error with Budget Advertisement
 - Not advertised by deadline (and online for 2015)
 - Not advertised at least 10 days before meeting
 - Did not allow 7 days between public notices
 - 1st publication must be before September 14
 - 2nd publication must be before September 21
 - Did not allow 10 days between public hearing and adoption meeting.

DO NOT COUNT DAY OF PUBLICATION

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Most Common Problems

- Errors with Budget
 - Budget hearing or adoption meeting not held on date advertised
 - Last possible day for public hearing is Oct. 24
 - Last possible day to adopt budget is Nov. 3rd
 - Rescheduled meetings and revised notices can be published if done timely but rarely ever successful.
 - Budget not submitted to county council for non-binding recommendation by deadline (Sept. 2)

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Most Common Problems


- Error(s) with Budget Advertisement:
 - Publication does not include all funds;
 - Publication has incorrect amounts or zeroes;
 - Publication must include amount of excessive levy appeals (if any) in both the appeal column and included in the total amount of the levy for that fund

Remember

- 1st Notice must be AT LEAST 10 days before public hearing, 2nd Notice at least 3 days before hearing
- Public hearing must be at least 10 days before adoption meeting

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More Common Problems

- Fiscal body does not have a quorum at adoption meeting.
 - Action: Postpone action on the budget to a new date and time specified during the advertised meeting.
- No budget amounts in Gateway “Adopted” budget columns. Amounts are only in the “Published” column.
 - Action: Copy amounts to the Adopted column and have fiscal body sign Form 4 in public meeting. Remember the deadlines.
- Council did not sign Form 4 at adoption meeting.
 - Action: Schedule a special meeting of the fiscal body giving at least 48 hours notice and re-adopt budget and sign form(s).

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More Common Problems

- DLGF cannot approve an appropriation or debt service levy for debt not reported in Gateway (IC 5-1-18-7)
- Required Reports not filed with the Board of Accounts:
 - Annual Financial Report (IC 6-1.1-17-16.2)
 - Personnel Report (5-11-13-1)
 - Includes an indication if unit provides a health plan, pension, and other benefits to full and part-time employees

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The 1782 Requirement

- 1782 Notice:
- What is it?
 - After the DLGF has processed an annual budget, tax rates, and levies, they are required to notify the political subdivision of the actions taken. IC 6-1.1-17-16
- What should you do with it?
 - Review the 1782 and compare the budget amounts, tax levies, and rates to those adopted by the fiscal body. You may send a request to the DLGF in writing to make an adjustment or correction to amounts on the Notice.

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The 1782 Requirement

- 1782 Notice:
 - Contains instructions for responding
 - Box to check for indicating changes
 - Signature lines
 - Email address for sending response

1782 Notice
Budget Year 2014

CLERMONT COUNTY

NOTICE OF FINAL BUDGET RECOMMENDATIONS PARAGRAPH 10-5-1.17-1808

This notice will be used to provide the information prepared by your taxing unit. It includes proposed revenues, fees and charges, and other information that is required to be included in the budget. The information must be submitted to the Department of Public Safety by the deadline specified in the notice. The information must be submitted to the Department of Public Safety by the deadline specified in the notice. The information must be submitted to the Department of Public Safety by the deadline specified in the notice.

Your response must be received no later than December 16, 2013.

For questions or information, please contact the Department of Public Safety at (317) 216-0171.

Check the appropriate box:

☐ No changes indicated.


☐ Please make the following changes according to the attached information.

I acknowledge receipt of this notice.

Signature: _____ Title: _____ Date: _____

Respond by
Email: 1782Notice@igs.in.gov
Fax: (317) 216-0171

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The 1782 Requirement

- 1782 Notice Notes Report:
- Messages describing DLGF actions:
 - Budget Approved for Displayed Amount
 - Lesser of Unit adopted or prior year budget because not properly advertised
 - Lesser of Unit adopted or prior year budget because not properly appropriated
 - Budget has been reduced due to advertising constraints
 - Budget has been decreased because projected revenues are insufficient to fund the adopted budget
 - Tax rate reduced due to increased assessed value

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The 1782 Requirement

- 1782 Notice:
- Check the assessed value on the 1782 Notice.
- Compare the assessed value on the 1782 Notice to the Auditor's Certificate.
 - Is the 1782 tax levy similar to the levy adopted by your fiscal body? How does the tax rate compare?
 - If not, how does the assessed value compare? You may need to check with your county auditor if there is a large difference in the assessed value.

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The 1782 Requirement


- 1782 Notice:
 - Fund Report
 - Shows all property tax supported funds
 - Shows property Tax levy and rate
 - Calculates ending fund balance

FUND REPORT FOR 2014			
FUND	2013	FUND	2014
1. Budget Control	\$1,432,000.00	AV	\$1,432,000.00
2. General Fund	1,432,000.00		1,432,000.00
3. Special Fund	0.00		0.00
4. Debt Service	0.00		0.00
5. Capital Projects	0.00		0.00
6. Other Funds	0.00		0.00
7. Total Available	1,432,000.00		1,432,000.00
8. Total Available	1,432,000.00		1,432,000.00
9. Total Available	1,432,000.00		1,432,000.00
10. Total Available	1,432,000.00		1,432,000.00
11. Total Available	1,432,000.00		1,432,000.00
12. Total Available	1,432,000.00		1,432,000.00
13. Total Available	1,432,000.00		1,432,000.00
14. Total Available	1,432,000.00		1,432,000.00
15. Total Available	1,432,000.00		1,432,000.00
16. Total Available	1,432,000.00		1,432,000.00
17. Total Available	1,432,000.00		1,432,000.00
18. Total Available	1,432,000.00		1,432,000.00
19. Total Available	1,432,000.00		1,432,000.00
20. Total Available	1,432,000.00		1,432,000.00
21. Total Available	1,432,000.00		1,432,000.00
22. Total Available	1,432,000.00		1,432,000.00
23. Total Available	1,432,000.00		1,432,000.00
24. Total Available	1,432,000.00		1,432,000.00
25. Total Available	1,432,000.00		1,432,000.00
26. Total Available	1,432,000.00		1,432,000.00
27. Total Available	1,432,000.00		1,432,000.00
28. Total Available	1,432,000.00		1,432,000.00
29. Total Available	1,432,000.00		1,432,000.00
30. Total Available	1,432,000.00		1,432,000.00
31. Total Available	1,432,000.00		1,432,000.00
32. Total Available	1,432,000.00		1,432,000.00
33. Total Available	1,432,000.00		1,432,000.00
34. Total Available	1,432,000.00		1,432,000.00
35. Total Available	1,432,000.00		1,432,000.00
36. Total Available	1,432,000.00		1,432,000.00
37. Total Available	1,432,000.00		1,432,000.00
38. Total Available	1,432,000.00		1,432,000.00
39. Total Available	1,432,000.00		1,432,000.00
40. Total Available	1,432,000.00		1,432,000.00
41. Total Available	1,432,000.00		1,432,000.00
42. Total Available	1,432,000.00		1,432,000.00
43. Total Available	1,432,000.00		1,432,000.00
44. Total Available	1,432,000.00		1,432,000.00
45. Total Available	1,432,000.00		1,432,000.00
46. Total Available	1,432,000.00		1,432,000.00
47. Total Available	1,432,000.00		1,432,000.00
48. Total Available	1,432,000.00		1,432,000.00
49. Total Available	1,432,000.00		1,432,000.00
50. Total Available	1,432,000.00		1,432,000.00
51. Total Available	1,432,000.00		1,432,000.00
52. Total Available	1,432,000.00		1,432,000.00
53. Total Available	1,432,000.00		1,432,000.00
54. Total Available	1,432,000.00		1,432,000.00
55. Total Available	1,432,000.00		1,432,000.00
56. Total Available	1,432,000.00		1,432,000.00
57. Total Available	1,432,000.00		1,432,000.00
58. Total Available	1,432,000.00		1,432,000.00
59. Total Available	1,432,000.00		1,432,000.00
60. Total Available	1,432,000.00		1,432,000.00
61. Total Available	1,432,000.00		1,432,000.00
62. Total Available	1,432,000.00		1,432,000.00
63. Total Available	1,432,000.00		1,432,000.00
64. Total Available	1,432,000.00		1,432,000.00
65. Total Available	1,432,000.00		1,432,000.00
66. Total Available	1,432,000.00		1,432,000.00
67. Total Available	1,432,000.00		1,432,000.00
68. Total Available	1,432,000.00		1,432,000.00
69. Total Available	1,432,000.00		1,432,000.00
70. Total Available	1,432,000.00		1,432,000.00
71. Total Available	1,432,000.00		1,432,000.00
72. Total Available	1,432,000.00		1,432,000.00
73. Total Available	1,432,000.00		1,432,000.00
74. Total Available	1,432,000.00		1,432,000.00
75. Total Available	1,432,000.00		1,432,000.00
76. Total Available	1,432,000.00		1,432,000.00
77. Total Available	1,432,000.00		1,432,000.00
78. Total Available	1,432,000.00		1,432,000.00
79. Total Available	1,432,000.00		1,432,000.00
80. Total Available	1,432,000.00		1,432,000.00
81. Total Available	1,432,000.00		1,432,000.00
82. Total Available	1,432,000.00		1,432,000.00
83. Total Available	1,432,000.00		1,432,000.00
84. Total Available	1,432,000.00		1,432,000.00
85. Total Available	1,432,000.00		1,432,000.00
86. Total Available	1,432,000.00		1,432,000.00
87. Total Available	1,432,000.00		1,432,000.00
88. Total Available	1,432,000.00		1,432,000.00
89. Total Available	1,432,000.00		1,432,000.00
90. Total Available	1,432,000.00		1,432,000.00
91. Total Available	1,432,000.00		1,432,000.00
92. Total Available	1,432,000.00		1,432,000.00
93. Total Available	1,432,000.00		1,432,000.00
94. Total Available	1,432,000.00		1,432,000.00
95. Total Available	1,432,000.00		1,432,000.00
96. Total Available	1,432,000.00		1,432,000.00
97. Total Available	1,432,000.00		1,432,000.00
98. Total Available	1,432,000.00		1,432,000.00
99. Total Available	1,432,000.00		1,432,000.00
100. Total Available	1,432,000.00		1,432,000.00

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The 1782 Requirement

- How to read 1782 Notice Fund Report:
 - Line 1 is the proposed budget for the ensuing year
 - Line 2 is the remaining appropriations for reminder of the current year. Passing an ordinance or resolution to reduce this amount increases available funding for next years budget.
 - Line 8a is the estimated misc. revenues for the 2nd half of the current year. Does this amounts need to be adjusted?
 - Line 8b is estimated misc. revenues for the budget year. Do you agree with this amount?

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The 1782 Requirement

- How to respond to the 1782 Notice:
 - Line 11 is the estimated available balance at the end of the budget cycle. If this amount is zero, line 1 is maximum amount that can be funded.
 - Line 16 is the property tax levy for the following year. This should be relatively close to the amount approved by the fiscal body. If it is not, try to understand why it's different.
 - Line 17 is the property tax rate for the budget year. This should be close to the rate approved by the fiscal body and close to last years rate.

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The 1782 Requirement

- How to respond the 1782 Notice:
 - After you receive the 1782, you may request changes by responding in writing within 10 days of receiving the notice. Send your request to the email address on the Notice. You may need to provide documentation to support your request.
 - This is your last opportunity to make corrections to budget, tax rates, or tax levies for the budget.
 - Please respond promptly.

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Transfers

- Two Types of Transfers:
 - Transfer of **Appropriations** or transfer of **Funds**:
 1. Transfer of appropriations (budget) from one line-item to another:
 - Requires fiscal body approval if the transfer crosses major classification of appropriation;
 - Requires approval of DLGF only if it changes the total amount appropriated to the fund.
 2. Transfer of budget from one department to another;
 - This requires an ordinance or resolution increasing one departments budget and decreasing the other.

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Transfers

- **Two Types of Transfers:**
 - Transfer of **funds**:
 1. Transfer of money from one fund to another
 - Requires fiscal body approval of ordinance or resolution allowing the transfer.
 - Does not require approval of DLGF, just notify DLGF. However, DLGF approval is required when appropriated (certain funds).
 - Very few transfer of funds allowed under Indiana Code.

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Transfers

- **Rainy Day Fund Transfers:**
 - Transfer **to** rainy day fund:
 - Requires fiscal body approval of ordinance or resolution allowing the transfer.
 - Transfer does not require approval of DLGF. However, DLGF approval is required when appropriated.
 - Limited to 10% of total annual budget for **that** fiscal year.
 - Transfer cannot be made from a debt service fund.

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Transfers

- **Rainy Day Fund Transfers:**
 - Transfer **from** rainy day fund:
 - A county, city, or town (not libraries) may at any time, **by ordinance or resolution**, transfer to:
 1. It's general fund, or
 2. Any other appropriated funds of the county, city, or town, money that has been deposited into the rainy day fund.
 - See IC 36-1-8-5.1

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New for 2015

- Protected taxes effective for 2014 levies
 - Protected taxes were enacted in 2013 but postponed until 2014.
 - Protected taxes are property tax levies exempt from circuit breaker credits such as voter approved referendum funds and debt service funds.
 - Those funds will receive tax distributions first and revenues lost to circuit breaker credits are allocated to other property tax supported funds.

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Protected Taxes: Example

2014(Not protected)	Levy	Circuit Breaker Credits	Percent of Levy Lost to Circuit Breakers
General	615,638	187,733	30.49%
Park	147,913	45,105	30.49%
MVH	156,208	47,634	30.49%
Bond #1	91,246	27,824	30.49%
Bond #2	24,885	7,589	30.49%
2014 (Protected)			
General	615,638	211,288	34.32%
Park	147,913	50,764	34.32%
MVH	156,208	53,610	34.32%
Bond #1	91,246	175	0.19%
Bond #2	24,885	48	0.19%

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New for 2015

- Units have the ability to reallocate circuit breaker credits among “unprotected” taxes.
- DLGF will calculate the minimum amount of circuit breaker required for each fund.
 - This is needed to keep Over 65 circuit breaker with each appropriate fund and to control allocations of circuit breaker credits to the appropriate taxing districts
- DLGF is creating a form to complete and submit to the DLGF legal division to show how you would like the circuit breaker credits allocated.
- Legal will issue a certification approving the reallocation of credits.

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New for 2015

- On-line budget Advertisements in addition to newspaper public notices.
 - Form 3 in Gateway has been modified to notify taxpayers of this new on-line feature.
- County advertises to taxpayers the internet address where they may request copies of the political subdivisions budget information.
- 2014 is the last year for newspaper advertisement (for 2015 budgets).
- New maximum fund balances allowed for debt service funds.

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2014 LEGISLATION

Please note that this presentation is intended to be informative but it is not a substitute for reading the law.

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Legislation

- SEA 106 – Transparency
 - Requires the DLGF to develop indicators of fiscal health for political subdivisions and post on Gateway beginning in 2015.
 - Intent is to provide information to taxpayers regarding the financial condition of governmental units.
 - Goal is to develop a “fiscal dashboard.”

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Legislation

- SEA 367 – Various Tax Matters
 - Section 1, effective July 1, 2014 amends IC 5-13-6-3 to require a county auditor rather than the county treasurer to make advance distributions of taxes collected to units that have requested tax advances in writing to the treasurer.
- SEA 420 – Property Assessment Dates
 - Changes for property assessment purposes the assessment and valuation date to January 1. (in 2016)

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Legislation

- SEA – 420
 - Changes exemption filing deadline to April 1 (in 2016).
- HEA – 1062 Local Government Finance
 - Section 2, effective upon passage, amends IC 6-1.1-17-22 setting the maximum balance in a debt service fund at 15% of the budget estimate for debt originally incurred after June 30, 2014 ; plus

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Legislation

- HEA – 1062 Local Government Finance (continued):
 - Fifty percent (50%) of the budget estimate for the debt service fund for the ensuing year for debt originally incurred before July, 1, 2014.
 - If debt is refinanced, the date the refinanced debt was originally incurred, and not the date of the refinancing is closed, is the date to be used.
 - Property taxes allowed for an operating balance may not be construed as an increase to make up for a reduction due to circuit breaker credits.

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Legislation

- HEA – 1266 Local Government Finance Issues:
 - Sections 1 and 2, effective July 1, 2014 amends IC 5-3-1-2 ending the provisions where notices of budget estimates were valid even though they contained errors at the fault of the newspaper. That exception now expires on January 1, 2015.

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Legislation

- HEA – 1266 Local Government Finance Issues:
 - Section 20, effective July 1, 2014, amends IC 6-1.1-17-3 requiring units to publish the budget notice as required under IC 5-3-1 (1st time before September 14 and 2nd time before September 21) **AND** to submit the information to the DLGF's Gateway before September 14 and at least 10 days before the public hearing. The DLGF shall review **ONLY** the submission to Gateway for compliance.
 - For 2015 and 2016 taxes payable, each county shall publish the Internet address where the information is available through which taxpayers may request copies of information.

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Legislation

- HEA – 1266 Local Government Finance Issues:
 - Section 20 (Continued) Counties may seek reimbursement from political subdivisions for the cost of this notice.
 - Budgets and tax levies will be continued for units that do not publish their budget and it is not submitted to Gateway in the prescribed manner.
 - Notices that are published and submitted timely but contain an error, unit may request permission to submit amended information not later than seven days before the public hearing. Acknowledgment of the correction shall be posted on Gateway and communicated to the county fiscal body.

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Legislation

- HEA – 1266 Local Government Finance Issues:
 - Section 21, effective July 1, 2014, amends IC 6-1.1-17-16(i) requiring the DLGF to increase a political subdivision's tax levy that exceeds the amount originally advertised or adopted if:
 - The increase is in writing by the officers of the political subdivision
 - The requested increase is published on the DLGF's advertising Internet website and is published by the political subdivision according to a notice provided by the DLGF and,
 - Notice is given to the county fiscal body of the error and the department's correction.
 - If the DLGF increases a certified levy beyond the amount advertised or adopted under this subsection, it shall unless the DLGF finds extenuating circumstances, reduce the certified levy by the lesser of five percent (5%) or one hundred thousand (\$100,000).

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Legislation

- HEA – 1266 Local Government Finance Issues:
 - Section 24, effective July 1, 2014, amends IC 36-1-8-17.5 deleting references to OPEB or "Other Post Employment Benefits" and deletes requirement to report obligations to the DLGF by February 1.
 - Replaces OPEB with the requirement to report to the DLGF in a manner specified by the DLGF "information and data on its retiree benefits and expenditures by March 1 of each year."

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Legislation

- HEA – 1266 Local Government Finance Issues:
 - Section 25, effective July 1, 2014, amends IC 36-4-7-6
 - Replaces “his” with “the department heads” and “he” with “the department head”.

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Miscellaneous

- Library Capital Project Fund plans had to be approved by the Library Board before May 15.
- Fiscal body approves or rejects CPF plan before August 1.
- Transfers to a Rainy Day Fund from a Debt Service Fund are **NOT** allowed.
- Watch for Budget Calendar and other memo’s to be posted on DLGF website soon.
- Circuit Breaker Credit reports are now online.
- Fiscal Dashboard in 2015.

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Questions?

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Contact the Department

- Courtney Schaafsma, Director, Budget Division
 - Telephone 317-234-3937
 - E-mail: cschaafsma@dlgf.in.gov
- Dan Jones, Assistant Director, Budget Division.
 - Telephone: 317-232-0651
 - Fax: 317-232-8779
 - E-mail: djones@dlgf.in.gov
- Website: www.in.gov/dlgf
 - "Contact Us": www.in.gov/dlgf/2338.htm

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